

The City of Renton is accepting applications for:

COMMUNITY RESOURCES AND EVENTS PROGRAM ASSISTANT

This is a non-regular, intermittent, seasonal position May-August.

Hours vary 10-40+ per week per program demands.

\$11.00 to \$17 per hour DOQ

Date Opened: April 21, 2008

Date Closed: April 28, 2008

APPLICATION PROCEDURE

To be considered for this position in the Community Services Department, complete and return a **City of Renton Application, Cover Letter** and a **Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of Manager, Coordinator or Specialist this position will assist with the planning, coordination, recruitment, recognition, marketing and implementation of volunteer programs, special events, activities fostering community relations and resource development. Duties will include assisting with recruitment and recognition of community support, including program sponsorship, donation programs and the recreation scholarship fund.

REPRESENTATIVE DUTIES

- Present, conduct and participate in specialized programs as required to meet project and program goals; assist with preparing written materials, schedules of events and securing necessary supplies for activities; participate in programs at more than one facility as may be necessary.
- Assist in recruiting, training, directing and recognition of volunteers and temporary employees in assigned areas; complete performance documentation as directed.
- Assist in program budget preparation as needed.
- Under the direction of supervisor, communicate and work with community groups, governmental and private agencies to obtain services, programs and support; solicit community participation.
- Cooperate with public and private groups; communicate effectively with a wide variety of persons in conducting activities for special groups; maintain discipline in assigned area according to established guidelines.
- Assist in the preparation of publicity releases, reports and brochures and general promotions of the programs.
- Maintain safety standards and specialized safety requirements.
- As necessary, open and close facilities; schedule and prepare facilities for use and set up areas for public use, performing routine custodial work as needed.

- Assist in maintaining program records and databases as needed.
- Perform evening and weekend work and some heavy lifting is required.
- Administer first aid and CPR as needed.
- Perform related duties as assigned.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

DESIRED QUALIFICATIONS:

- Previous experience in recreational programs/Community Service/ volunteer programming/special event coordination/marketing or related field as required.
- Previous supervisory experience.
- College-level coursework in Recreation, Education or related field.
- Computer skills, graphic programs, excel & word.

REQUIREMENTS:

- At least 21 years of age.
- Current first aid, CPR and food handler permit (where applicable), or be willing to obtain certification upon employment.
- Three personal and/or professional references (upon request).
- Subject to background check prior to employment.
- Washington State Driver's License and Driving Record if operating a City vehicle.

Equal Employment Opportunity-4/08/bcs.